



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

JUN 02 2004

From: Secretary of the Navy
To: President, FY-05 Active Duty Navy Chief Warrant Officer,
W-3, W-4 and W-5 Promotion Selection Boards

Subj: PRECEPT CONVENING FY-05 PROMOTION SELECTION BOARDS TO
CONSIDER CHIEF WARRANT OFFICERS ON THE ACTIVE-DUTY LIST
OF THE NAVY FOR PROMOTION TO THE PERMANENT GRADES OF
CHIEF WARRANT OFFICER, W-3, W-4, W-5 AND FY-05
CONTINUATION SELECTION BOARDS TO CONSIDER REGULAR CHIEF
WARRANT OFFICERS FOR CONTINUATION ON ACTIVE DUTY

Encl: (1) Boards' Membership
(2) FY-05 Active Duty Officer Promotion Selection Board
Guidance
(3) FY-05 Active Duty Officer Continuation Selection
Board Guidance

1. Membership, Date, Location, and Function

a. The promotion and continuation selection boards, consisting of you as president and the officers listed in enclosure (1), are ordered to convene at Navy Personnel Command, Millington, TN, at 0800, 8 June 2004, or as soon as practicable thereafter.

b. The function of the promotion selection boards is to consider Active-Duty List chief warrant officers (CWOs) for promotion to the permanent grades of chief warrant officer, W-3, W-4, and W-5. The records and names of all eligible officers, determined as of the date the boards convene will be furnished to the boards. The names of those officers who are above, in, and below the promotion zone will be indicated, as appropriate.

c. The function of the continuation selection boards is to consider, and shall normally recommend for continuation, the officers listed below. The records and names of all eligible officers, determined as of the date the boards convene will be furnished to the boards.

(1) All active duty CWOs who are eligible for promotion to the next higher CWO grade in FY-05 and who are subject to retirement under section 1305 of title 10, U.S. Code, for completion of 30 years of active service.

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(2) All active duty CWOs serving in a higher temporary Limited Duty Officer (LDO) grade whose names are on an FY-05 LDO promotion list for the next higher temporary grade, and whose statutory retirement dates for years of active naval service occur before their actual promotion dates.

d. If selected for continuation, the continuation period will be as follows:

(1) All active duty CWOs who are on an FY-05 CWO promotion list will be continued for a period of 31 days beyond the date of promotion. Additionally, CWO5 selectees will be offered continuation on active duty for a period of 24 months beginning on the first day following the date of promotion.

(2) Active duty CWOs who are eligible for promotion to the next higher CWO grade in FY-05 or the next higher temporary LDO grade in FY-05, who are subject to statutory retirement for years of service and are not selected for promotion to the next higher grade will be continued until 30 September 2004.

(3) Active duty CWOs serving in a higher temporary LDO grade who reach their statutory retirement dates for years of active service prior to completing the time-in-grade necessary to retire in the higher LDO grade will be continued for a period of six months after the day on which they are to be promoted to the next higher LDO grade.

e. The boards shall proceed in accordance with the FY-05 Active Duty Officer Promotion Selection Board Guidance, enclosure (2), the FY-05 Active Duty Officer Continuation Board Guidance, enclosure (3), and any other guidance contained in this letter.

2. Promotion Boards' Authorized Selections. The total number of officers who may be recommended in each competitive category shall be the number that most closely approximates the percentage set forth below, of in-zone eligible officers determined as of the date the boards convene. The Chief of Naval Personnel shall determine the number of in-zone eligible officers on the convening

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date, calculate the number that may be recommended for promotion under the percentages set forth in the FY-05 Active Duty Officer Grade Promotion Plan, and furnish the number to the boards. The boards may recommend up to the number provided by the Chief of Naval Personnel.

<u>COMPETITIVE CATEGORY</u>	<u>PERCENT TO SELECT</u>
Chief Warrant Officer, W-3	All Fully Qualified
Chief Warrant Officer, W-4	85
Chief Warrant Officer, W-5	40

3. Continuation Boards' Selection Standard. The boards shall consider carefully, without prejudice or partiality, the record of every eligible officer. The officers selected will be those whom a majority of the members of the boards consider fully qualified for continuation on active duty, giving due consideration to the needs of the Navy for officers with particular skills. Officers selected for continuation must be capable of performing the duties of their current grade, and their continuation must be in the best interest of the Navy.

4. Unless expressly authorized or required by the President, Secretary of Defense, or myself, neither you nor any member of the board or administrative staff may disclose the proceedings, deliberations, or recommendations of the promotion selection or continuation selection boards. All board members and administrative staff must comply fully with these requirements, and I expect you to emphasize the need for strict confidentiality.


Gordon R. England